

FINANCE & GENERAL PURPOSE COMMITTEE - TERMS OF REFERENCE

1. Delegation

- 1.1 Stratton St Margaret Parish Council has agreed to adopt the Finance & General Purpose Committee Terms of Reference at its meeting held on 10th May 2016 and has recorded the decision under Minute Reference FC010/16.
- 1.2 Stratton St Margaret Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1 The Committee shall consist of a minimum of FIFTEEN Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2 The quorum of the Committee will be FIVE Members.

3. Procedures

- 3.1 The committee will operate within Stratton St Margaret Parish Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2 At the first meeting of this committee councillors shall elect a chairman and vice chairman for this Committee, for the forthcoming year from amongst its appointed membership. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will agree the minutes of its meetings at the next appropriate meeting of this committee.
- 3.4 The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in October.
- 3.5 The Parish Clerk or the appointed Officer will provide administrative support for the Committee

4. Meeting Dates

- 4.1 The schedule of meetings shall be agreed at the Annual Parish Council meeting
- 4.2 The Committee shall meet once every quarter on a Tuesday at 7.00pm in the Stratton Suite, Grange Leisure, Grange Drive, Stratton St Margaret, Swindon, SN3 4JY unless otherwise agreed.

5. Committee Functions

The Committee shall:

- 5.1 Advise the Council on the financial aspects of the Council ensuring good governance arrangements during the year. In particular they show that:
 - i. the accounts have been properly prepared and approved
 - ii. a system of internal control is in place – this includes the appointment of a competent and independent internal auditor – and the effectiveness of both the system and the appointment has been reviewed
 - iii. the council has taken reasonable steps to comply with the law
 - iv. the accounts have been publicised for general inspection so that electors' rights can be exercised
 - v. the council has assessed all possible risks to public money
 - vi. there are no potentially damaging or hidden issues such as an impending claim against the council
 - vii. significant differences in the figures from the previous year have been explained
 - viii. the council has properly managed any trust funds.
- 5.2 Consider the annual and supplementary estimates of committee's budgets and make appropriate recommendations to the Council.
- 5.3 Recommend the precept requirement to Full Council for approval.
- 5.4 Review on an annual basis Council's adopted Financial Regulations for managing all aspects of Council's finances and recommend any amendments as appropriate for adoption by Full Council.
- 5.5 Monitor the annual budget against expenditure and make recommendations to Council and committees.
- 5.6 Authorise alternately with Council meetings, schedule of payments and Receipts.
- 5.7 Make recommendations to Council in respect of financial irregularities.
- 5.8 Make recommendations to Council on borrowing contracts and loan sanction.
- 5.9 Monitor all funds and investments.
- 5.10 Receive the report of the Auditor and make recommendations to Council.
- 5.11 Institute legal proceedings for the recovery of debts and write off bad debts.
- 5.12 Review all insurances and settle claims as advised by Council Insurers.

- 5.13 Authorise grants and payments to persons, bodies and organisations within the Parish.
- 5.14 Following recommendations from the Property Management and Open Spaces Committees set all fees and charges in relation to all Parish Council properties and open spaces.
- 5.15 Consider and make recommendations to Council in respect of the acquisition or disposal of land.
- 5.16 Consider the financial implications of the Council's responsibilities arising from any non-budgeted recommendations of its committees.
- 5.17 Appoint a qualified Internal Auditor to carry out an Internal Audit on an annual basis and to ensure the effectiveness of both the system and appointment has been reviewed. .
- 5.18 Monitor and oversee the Council's marketing and promotion strategy to include art and cultural promotions, leisure and fitness promotions and civic events held on the Parish's properties and open spaces.
- 5.19 Promote closer working relations and develop partnerships with Swindon Borough Council and other relevant statutory bodies and local clubs, organisations and societies.
- 5.20 Provide appropriate support to implement of all improvement projects undertaken by Stratton St Margaret Parish Council.
- 5.21 Monitor, develop and amend the Parish Council's Freedom of Information policy.
- 5.22 Select from its membership a person or persons to represent Stratton St Margaret Parish Council at appropriate meetings and public enquiries to represent Stratton St Margaret Parish Council's previously agreed views on matters that are the direct responsibility of the Finance & General Purpose Committee.

PERSONNEL / APPEALS COMMITTEE - TERMS OF REFERENCE

1. Delegation

- 1.1 Stratton St Margaret Parish Council has agreed to adopt the Personnel Committee Terms of Reference at its meeting held on 10th May 2016 and has recorded the decision under Minute Reference FC010/16.
- 1.2 Stratton St Margaret Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1 The Committee shall consist of a minimum of FIVE Councillors.
- 2.2 Members of the Committee will be made up from the following Councillors:
 - Chair of Council
 - Chair of the Finance & General Purpose Committee
 - Chair of the Open Spaces Committee
 - Chair of the Property Management Committee
 - Chair of the Planning & Highways Committee

If a Chairman sits on more than one committee then the Vice Chair of that committee will be asked to attend.

- 2.3 The quorum of the Personnel Committee will be THREE Members.

3. Procedures

- 3.1 The committee will operate within Stratton St Margaret Parish Council's Standing Orders and Financial Regulations and Local Government Law.
- 3.2 At the first meeting of this committee councillors shall elect a chairman and vice chairman for this Committee, for the forthcoming year from amongst its appointed membership.
- 3.3 The Committee will agree the minutes of its meetings at the next appropriate meeting of this committee.
- 3.4 The Parish Clerk or the appointed Officer will provide administrative support for the Committee

4. Meeting Dates

- 4.1 The schedule of meetings shall be agreed as and when required.
- 4.2 The Committee shall meet as required in the Stratton Suite, Grange Leisure, Grange Drive, Stratton St Margaret, Swindon, SN3 4JY commencing at 7.00pm unless otherwise agreed.

5. Committee Functions

The Committee shall:

- 5.1 Advise the Council on all human resources matters of the Council.
- 5.2 Assist the Clerk and Deputy Clerk in formulating the staffing structure, which meets the needs of the overall organisation.
- 5.3 To receive recommendations from the Clerk (Deputy Clerk in their absence) and the HR Adviser regarding Disciplinary & Grievance Procedures and act at all time in the accordance with the staff handbook.

6. Disciplinary Appeals Panel

- 6.1 The Disciplinary Appeals Panel will be empowered to consider an appeal by any employee of the Council referred to it in accordance with the appropriate Disciplinary Rules and Procedures on behalf of, in the name of and without further reference back to the Council or a Committee of the Council, and to endorse, rescind or amend the original decision on disciplinary action as it sees fit.
- 6.2 The Disciplinary Appeals Panel will be made up of not less than THREE members of Full Council.
- 6.3 Members of the Disciplinary Appeals Committee will NOT be members of the Personnel Committee

PLANNING & HIGHWAYS COMMITTEE - TERMS OF REFERENCE

1. Delegation

- 1.1 Stratton St Margaret Parish Council has agreed to adopt the Terms of Reference for the Planning & Highways Committee at its meeting held on 10th May 2016 and has recorded the decision under Minute Reference FC010/16.
- 1.2 Stratton St Margaret Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1 The Committee shall consist of FIFTEEN Councillors who shall be appointed each year at the Annual Parish Council Meeting.
- 2.2 The quorum of the Committee will be FIVE members.

3. Procedures

- 3.1 The Committee will operate within Stratton St Margaret Parish Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2 At the first meeting of this committee councillors shall elect a chairman and vice chairman for this Committee for the forthcoming year from amongst its membership. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will agree the minutes of its meetings at the next appropriate meeting of this committee.
- 3.5 The Parish Clerk or appointed Officer will provide administrative support for the Committee

4. Meeting Dates

- 4.1 The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2 The Committee shall meet every fortnight at 7.00pm and as required in the Stratton Suite, Grange Leisure, Grange Drive, Stratton St Margaret, Swindon, SN3 4JY unless otherwise agreed.

5. Committee Functions

The Committee shall:

- 5.1 Act as a Statutory Consultee on behalf of the Parish of Stratton St Margaret in all planning matters related to the Parish.
- 5.2 Exercise the powers and duties of Stratton St Margaret Parish Council in respect of the powers conferred to it from time to time under the Town and Country Planning Acts and the Orders and Regulations made under them.
- 5.3 Decide Stratton St Margaret Parish Council's responses to consultations on planning applications received from Swindon Borough Council and forward them in writing to that planning authority.
- 5.4 Make recommendations to Swindon Borough Council on statutory and non-statutory planning policy documents.
- 5.5 Select from its membership a person or persons to represent Stratton St Margaret Parish Council at site meetings, public enquiries and at any planning or highway related group or organisation to represent Stratton St Margaret Parish Council's previously agreed views.
- 5.6 Consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts and related legislation.
- 5.7 Consider the effects of developments on the public transport system.
- 5.8 Ensure careful scrutiny and monitoring regarding the expansion of commercial activities in or close to residential areas to ensure that noise levels and smells will not be intrusive and that any proposals are not detrimental to the visual amenity of the area.
- 5.9 Monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
- 5.10 Encourage a close working relationship with neighbouring areas on planning issues that may affect the communities.
- 5.11 Participate with public and private sector interests in Parish enhancement schemes and local conservation.
- 5.12 Make representation to Swindon Borough Council on behalf of Stratton St Margaret Parish Council to secure Community Infrastructure Levy (CIL) funding where possible.
- 5.13 Actively liaise with the relevant departments of Swindon Borough Council in all matters related to planning and highway issues

- 5.14 Consider and formulate a response if appropriate on highway and transportation consultations and information documents from relevant authorities and organisations.
- 5.15 Consider and take action on all other matters that are of a general nature relating to the highway network within Stratton St Margaret.
- 5.16 Actively promote and protect all footpaths, bridleways and other Rights of Way in Stratton St Margaret.
- 5.17 Have regard to Neighbourhood Planning and support community consultation through to referendum.

OPEN SPACES COMMITTEE - TERMS OF REFERENCE

1. Delegation

- 1.1 Stratton St Margaret Parish Council has agreed to adopt the Terms of Reference for the Open Spaces Committee at its meeting held on 10th May 2016 and has recorded the decision under Minute Reference FC010/16.
- 1.2 Stratton St Margaret Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1 The Committee shall consist of a maximum of FIFTEEN Councillors who shall be appointed each year at the Annual Parish Council Meeting.
- 2.2 The quorum of the Open Spaces Committee will be FIVE members or one third of the current membership.

3. Procedures

- 3.1 The Committee will operate within Stratton St Margaret Parish Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2 At the first meeting of this committee councillors shall elect a chairman and vice chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed membership. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will agree the minutes of its meetings at the next appropriate meeting of this committee.
- 3.4 The Committee will submit a budget via the Finance & General Purpose Committee to the Council for the forthcoming financial year at the appropriate meeting in October.
- 3.5 The Parish Clerk or the appointed Officer will provide administrative support for the Committee.

4. Meeting Dates

- 4.1 The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2 The Committee shall meet quarterly on a Tuesday at 7.00pm in the Stratton Suite, Grange Leisure, Grange Drive, Stratton St Margaret, Swindon, SN3 4JY unless otherwise agreed.

5. Committee Functions

The Committee shall:

- 5.1 Make recommendations to Finance & General Purpose Committee for all fees for allotments, cemeteries and use of outdoor space.
- 5.2 Oversee the management, maintenance, upkeep and improvement of all outdoor spaces under the ownership and lease to the Parish Council to include allotments and cemeteries.
- 5.3 Be responsible for the drawing up, updating and application of bylaws for the Parish's open spaces.
- 5.4 Work in partnership with all the appropriate funding bodies to help to provide, improve and upgrade the facilities in Parish's open spaces.
- 5.5 Work in partnership with the Police and Community Officers to help to support crime prevention around the Parish.
- 5.6 Investigate ways of increasing recycling opportunities within the open spaces in the Parish.
- 5.7 Develop, oversee and promote all projects that relate to the upgrading and improvement of all recreation and open space facilities in Stratton St Margaret.
- 5.8 Encourage the development of all sporting activities that take place on land under the management of the Committee.
- 5.9 Actively promote all the environmental aspects, including biodiversity, and benefits of recreational open spaces in the Parish.
- 5.10 Actively promote the maintenance, improvement and replacement of street furniture including seating, litter bins and other street furniture appropriate on a rolling basis
- 5.11 To actively liaise with the relevant departments of Swindon Borough Council in all matters relating to open spaces.
- 5.12 To annually receive and monitor the Council's Tree Safety reports and Playground Inspection Reports.
- 5.13 To oversee the expenditure against budget of the Open Spaces committee.
- 5.14 To liaise with the Senior Parks and Open Spaces Officer and the Clerk to promote a safe environment for residents and visitors.

- 5.15 Have a duty to have regard to considering biodiversity as part of the policy or decision-making in enhancing a population of habitat.
- 5.16 Promote and support public events such as litter picking, school visits, consultation tasks, tree planting and bulb planting.
- 5.17 To keep under review the existing play areas.
- 5.18 To consider ways in which existing provision can be improved having due regard to the needs of existing and future users.
- 5.19 To invite all councillors to visit and inspect open space sites at least once a year.
- 5.20 Having regard for the maintenance and management of parish footways.
- 5.21 Having regard for the management of Christmas trees and lighting around the Parish.
- 5.22 Having regard for the management of Car Parks.
- 5.23 Having regard for the management of Street Lighting
- 5.24 Having regard for the development and updating of management plans of all open space site to include recreational areas, allotments and cemeteries, ponds and ditches.
- 5.25 Having regard for the development and updating of management of all vehicles and equipment.

PROPERTY MANAGEMENT COMMITTEE - TERMS OF REFERENCE

1. Delegation

- 1.1 Stratton St Margaret Parish Council has agreed to adopt the Terms of Reference for the Community Centre Committee at its meeting held on 10th May 2016 and has recorded the decision under Minute Reference FC010/16.
- 1.2 Stratton St Margaret Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1 The Property Management Committee shall consist of a minimum of FIFTEEN Councillors who shall be appointed each year at the Annual Parish Council Meeting.
- 2.2 The quorum of the Property Management Committee will be FIVE members or one third of the current membership.

3. Procedures

- 3.1 The Committee will operate within Stratton St Margaret Parish Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2 At the first meeting of this committee councillors shall elect a chairman and vice chairman for this Committee for the forthcoming year from amongst its membership. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will agree the minutes of its meetings at the next appropriate meeting of this committee.
- 3.4 The Committee will submit a budget, if appropriate, via the Finance Committee to the Council for the forthcoming financial year at the appropriate meeting in October.
- 3.5 Monitor quarterly the expenditure against budget.
- 3.6 Authority to authorise expenditure within agreed budget and in accordance with the Financial Regulations.

3.7 The Parish Clerk or the appointed Officer will provide administrative support for the Committee.

3.8 The Parish Clerk or the appointed Officer will provide administrative support for the Committee.

4. Meeting Dates

4.1 The schedule of meetings shall be agreed at the Annual Parish Council meeting.

4.2 The Committee shall meet once a quarter on a Tuesday at 7.00pm in the Stratton Suite, Grange Leisure, Grange Drive, Stratton St Margaret, Swindon, SN3 4JY unless otherwise agreed.

5. Committee Functions

The Committee shall:

5.1 Oversee the management (or letting where appropriate), maintenance, upkeep and improvement of the Grange Leisure Centre, Meadowcroft Community Centre, Dorcan Pavillion and Green Road Chapel.

5.2 Be responsible for the management, maintenance, upkeep and improvement of all the premises used by the Parish Council as stores, workshops and purposes connected with the functions controlled by the Committee.

5.3 Develop, oversee and promote all capital projects that relate to the upgrading and improvement of all indoor and outdoor leisure facilities and activities provided by Stratton St Margaret Parish Council.

5.4 Be responsible for overseeing the Parish Council's Health & Safety Policy in all areas that the Committee manages and controls.

5.5 Work in partnership with all the appropriate funding bodies to help to provide, improve and upgrade indoor leisure facilities for the benefit of the Parish.

5.6 Work in partnership with the Police and community officers to help to support crime prevention in the Parish.

- 5.7 Investigate ways of increasing recycling opportunities within the leisure facilities.
- 5.8 Actively promote and encourage sporting recreation and community ventures within the leisure provision of the Parish and to liaise with all relevant sporting organisations as appropriate.
- 5.9 Actively promote all the environmental and health aspects and benefits of a healthy lifestyle.
- 5.10 Develop additional provision for specific target groups within the parish including the young and the elderly.
- 5.11 Actively liaise with Swindon Borough Council.
- 5.12 Consider issues for community safety.